**Mahara Overview:**

Profile tab:

* Information about yourself
* Only for yourself until you add to a view
* Can release different parts to different views
* Edit profile
* Profile icons – can be for different views
* My Resume – share what you want, include what you want

**My Portfolio – main tab:**

* **My Views:**
* List of views you created
* Also have some default views
* Click on “My Views” to see list of your views
* Profile view
  + Click on edit in the top right corner
  + Can change number of columns in view
  + Can change the theme
  + Different tabs at the top to click on and add to view
  + Example: if you click on the profile tab, you can drag and drop different parts of your profile to this view. It will come up with a configure screen so you can share or not share different parts of your profile.
  + Can move the different parts of the view by click and drag.
  + Can edit the blocks by clicking on the configure button in the top right corner of the block

On the page with your list of views, it shows who can see the view.

Profile view is available to all logged in users when they click on your name.

**Click on the Mahara icon to get back to the list of your different views.**

* **My files:**
* Your own space to upload files
* Can use folders and can share whole folders
* No one can see your files until you share the file on a view

**Create a view:**

* Click on “my views” tabs
* Click on create a view
  + Can create a template view that students can copy and use for their view
  + Can just create your own view
* Add the different components:
  + blog posts – choose entire blog, one post, last 5…
    - can allow to be copied, only readable, can edit – need configure
  + external links – RRS feeds
  + files, images, video – can share files or folders from your “my files”
    - videos from YouTube easy to embed
    - add an image
  + general
    - can attach a creative commons license to your view – can others use your content…
    - navigation: can add a navigation to different views within a collection
    - textbox: can add a text box explaining the view or whatever
  + profile: can add parts of your profile
  + resume: can add all of your resume or only parts of your resume
* click on next at the bottom
* add name and description
* set up permissions for the view: can people comment, can they copy the view, who has permission to view (need to add people to view)
* SAVE

**Dashboard View:**

* This view shows up at the bottom of the home page.
* You can edit this view from your list of “my views”.
* Only you can see this view.
* This is your quick access to objects and views you use often.